



City of Miami Gardens

BUILDING DEPARTMENT

1515 N.W. 167TH STREET, BLDG. #5

MIAMI GARDENS, FLORIDA 33169 TEL: (305) 622-8027 FAX: (305) 622-8557

Expedited Processing Customer Guidelines

The Building Department does not encourage or promote the concept of expedited plan services. This service is strictly reserved for difficult circumstances as it places a burden on the Building Department and has the potential to discriminate against other applicants. For these reasons the Building Department will strictly screen the qualified applicants eligible for this service.

1. There must be a justifiable reason for requesting an expedited permit process. The applicant must present factual evidence of hardship. It must be requested in writing and approved by the Building Official. Expedited services are not readily obtainable; it's reserved for extreme circumstances and at the direction of the Building Official.
2. Prior to submitting application and plans a letter requesting this service along with documentation demonstrating hardship must be submitted to the Building Official.
3. Plans that must be reviewed for concurrency or are currently going through concurrency review are **NOT** eligible for expedited services unless pre-approved by the Planning and Zoning Department.
4. This service is limited to one application per month per applicant or as determined by the Building Official. Consideration must also be given to the existing volume of expedited applications proceeding through the Building Department at the present time.
5. The expedited fee is a surcharge for the service and it is in addition to all other permit fees.
6. The expedited fee is paid up-front and is **NON-REFUNDABLE**.
7. Expedited services do not apply to violations.
8. Expedited services will be reviewed within five (5) to seven (7) business days for residential* and seven (7) to ten (10) business days for all other applications. Please be advised the day of application is not included.
9. Plan reworks shall be on expedited status but no specific turn around time applies.
10. Plans must complete the first round of processing before being withdrawn or interrupted by the applicant. If the applicant withdraws or interrupts the process during the initial round of processing the application loses the expedited status and the fee must be repaid.
11. Permit applicants who request an alternate plan review service for an expedited review, to be completed after normal working hours, will be assessed a fee. This fee shall be as follows:

Residential: \$220.80 (first four hours)

\$ 55.20 (each additional hour)

Commercial: \$470.40 (first four hours)

\$117.60 (each additional hour)

*** One and Two Family Residential ONLY. Multi-Family shall pay the Commercial Rate indicated above.**

Applicant's Name Printed

Applicant's Signature

Date

Permit Application Number